

1 July 1975

*o/Pers*

Approved For Release 2003/12/10 : CIA-RDP82-00357R000200110033-6

1973 - Records Control Schedules - Destruction

Incentive Awards Branch

Disapproved Cases (returned to IAB) 2.0

Credit Union

Machine Listings 2.0

Cash Account Balance File 4.0

Audit Envelopes 61.0

Paid Loan Application 5.0

**Payroll Deduction File** 2.0

Correspondence & Applicant Records Br/OP

Inactive Applicant Files 25.0

Insurance Br

Bank Statement Files 7.0

Master Files 32.0

Premium Collection & Disbursement Files 4.0

Trial Balance Books 4.0

Air Flight - Military Air Flight 1.0

Journal & Ledger Files 1.0

Staff Personnel Division - PAB

Report of Separation Work Sheet 3.0

Transferred to SAS - Employee Case Files 6.0

IAB - Disapproved Cases 2.0

CPD - Contr Personnel Folders 14.0 - These files incorporated  
into a new job

OFFICE OF PERSONNEL

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1973 - Vital Records Destroyed

CPD		Destroyed
Annual Consultants review by the Director		2 deposits
Microfilm - Contract Personnel Card File (active and inactive cards)		1 deposit
(destroyed upon receipt of current deposit)		(26 reels)
PMCD		
Wage Schedules (as revised)		5 deposits
MPB		
Roster of Military Reservists (quarterly)		3 deposits
Roster of Military Personnel detailed to CIA (monthly)		12 deposits
RAD		
CIARDS Master Listing and Active Survivor Annuitants (monthly)		12 deposits
PAB		
Listing of Compensation & Claims under Agency & Government-sponsored programs		11 deposits
Insurance Br		
Machine Listing-Hospitalization (monthly)		12 deposits
Microfilm - Record of payment cards (destroyed upon receipt of current deposit)		1 deposit (2 re
Credit Union		
Financial & Statistical Report (semi-annual)		2 deposits
SRB		
Personnel Emergency & Locator Register (quarterly)		2 deposits
Combined Alpha Register (quarterly)		3 deposits
Combined Civ & Military Status Report (returned to SRB)		12 deposits
Summary Annual Listing (annual)		1 deposit
Overseas Master List (semi-annual)		2 deposits
Employee and Applicant Qualifications Register (quarterly)		4 deposits
Employee Language Register (quarterly)		2 deposits
Roster of Staff Personnel on Duty Strength (quarterly)		4 deposits
QAB		
Bio Profiles (monthly))		12 deposits
TRB		
Service Record Card SF-7- for all Staff employees at Hqs & Fld		1 deposit
		approx 46 reels
RD		
Applicants in Process (monthly) (returned to SRB)		12 deposits
List of Field recruiters showing office address, mailing address and home address (as revised)		1 deposit

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1973 Vital Records Transferred to Offices

*o/Pers*

To CPD

Instructions for Processing Consultant Contracts (as revised)  
Staff Agent Procedures (as revised)

Transferred

1 deposit  
1 deposit

MPB

Appendix 4 to Annex C (personnel) to CIA Global War Plans  
(as revised)  
Mobilization Manpower Agreements with Military Departments,  
Personnel Authorizations, etc. (as revised)

1 deposit

1 deposit

SRB

Roster of Staff employees & staff agents 3 deposits  
Roster of staff employees and staff agents arranged by office  
and broken down by Dept, [ ] and For Field, etc (quarterly) 4 deposits  
Roster of staff agents by office showing serial no., etc. (monthly) 12 deposits  
CTP Lists (semi-annual) 1 deposit

STATINTL

DESTRUCTION -

DD/Pers/P&C/Plans Staff -	Daily working files	1.0
SRB/CD	- Items of destruction are included in the transfer of records from the Records Center	32 deposits
QAB	- List attached	
PMCD	- Daily working files	2.0

Records destroyed in QAB during FY 1973

Profile Section

Rosters - 185A (Size 12x15).....	7"
* Profiles (Seps and Profiles updated).....	29'
Code Sheets (Seps).....	12'
3 Folders - Memos sending out profiles.....	8"
1 Obsolete set grade rosters for ordering files.....	10"
Old QAB weekly reports.....	3"
Old Mil Rosters replaced by MRPD.....	1"
Old seps and cod rosters and old T&A info.....	8"
Old alpha (1) and old serial (1) 105 rosters.....	3"

Coding Section

5x8 code cards.....	540"
Language Rosters.....	15"
Qual Rosters.....	80"
Rosters 248A and 248B.....	6"

3 reels (236A and 236B) microfilm reels returned to DMC because they were replaced by later info.

\*

24 full shelves  
3' per shelf  
72' on shelves now

\* See att.

21 ave folders per shelf  
40 are prog per folder  
840 prog on a shelf  
7 shelves replaced  
840 / 5927 prog updated  
5980

Prepared 24 Jul 73 for OP/RMO  
gls

7 shelves replaced  
3' per shelf  
21' updated prog replaced  
3' from seps  
51 other ms seps (5.5' per ms)  
(29' prog. updated & seps)

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~~INTERNAL USE ONLY~~